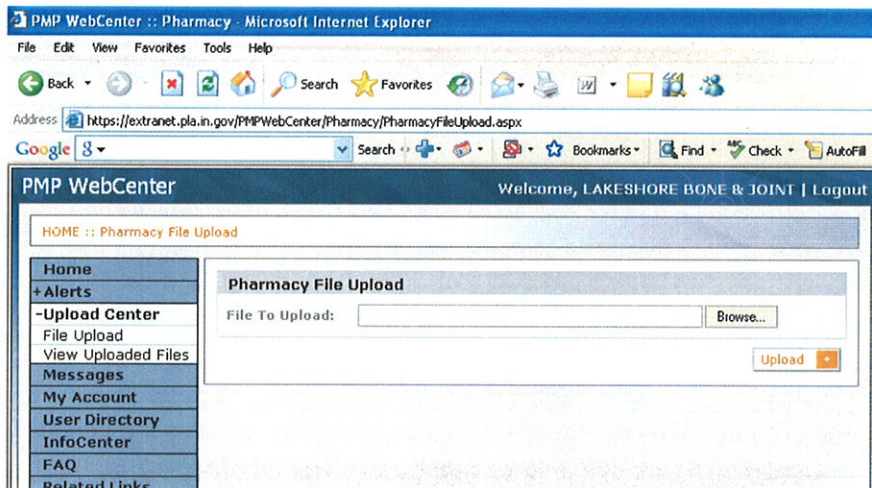
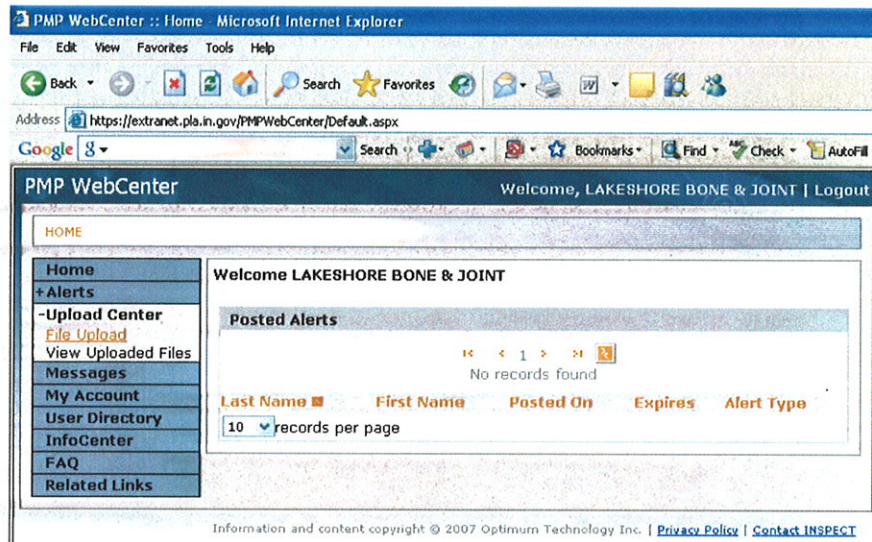


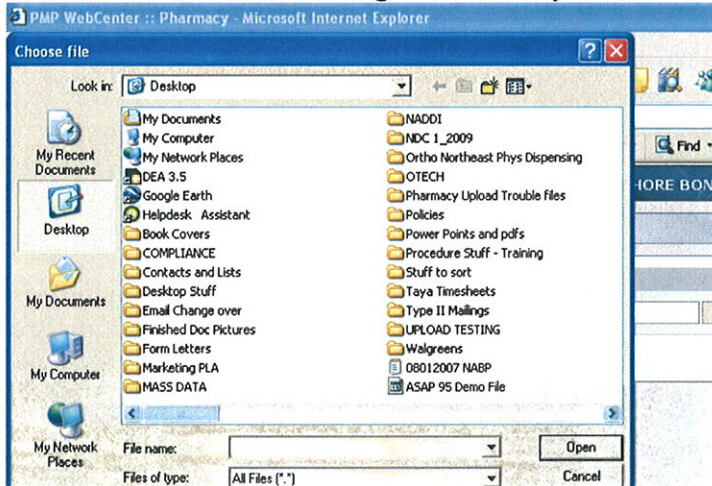
# HOW TO UPLOAD YOUR CONTROLLED SUBSTANCE .DAT FILE

Before logging in, save your .dat file to the computer Desktop.

1. Login to the account with your username and password.
2. Choose the "Upload Center" tab on the left.
3. Click "File Upload"

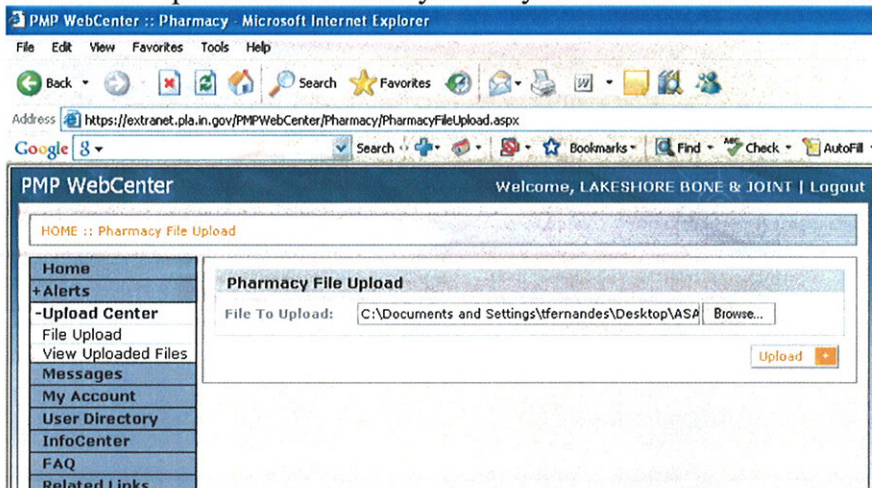


4. Click “Browse” and navigate to where you saved the .dat file on your Desktop.



5. Double-click the .dat file, and Click Open.

6. Hit the Upload button when you see your filename in the Browse box.



7. You should see a message saying your upload was successful.
8. Be sure to check back the next day, and click “View Uploaded Files” to make sure your file processes without any errors. Any errors will have to be corrected and resubmitted – a record with an error does not make it into the database and is the same as not reporting. Uncorrected errors will make the location and licenses noncompliant with the Indiana Board of Pharmacy.